2 January 1973

MEMORANDUM FOR: Director of Training

THROUGH   : Chief, Support School

SUBJECT   : Course Report - Support Services Review:
                   Trends and Highlights No. 39 (3-73)

1. The thirty-ninth running of Support Services Review: Trends and Highlights was conducted at ███████████████ **25X1A** ██████ 4-8 December 1972. Forty-three students attended: 36 men and seven women. The Course Schedule, Student Roster and Student Critiques are Attachments A, B and C, respectively.

25X1A

2. The critiques were generally favorable. Many students felt that those in the Career Training Program should not take this course while still in the program, but rather a couple of years later.

3. Three individuals in this course had previously taken it, one early in 1967, the other two in 1968. Repeating the course after an interval of about five years is a good idea but we believe that repeating the course after less than five years should be discouraged. Accordingly, we have asked the ISS to supply us with a listing of all employees who have taken the course. When there are repeaters in the future, determination will be made whether an individual should or should not attend again.

4. All speakers attended as scheduled except:

25X1A   ██████████████████ for John F. Blake

25X1A   ███████████████████

                                                              25X1A

                                        Course Administrator

Attachments:
   A. Course Schedule
   B. Student Rosters
   C. Course Critiques   E2 IMPDET CL BY 008781

CENTRAL INTELLIGENCE AGENCY

SUPPORT SERVICES REVIEW
TRENDS AND HIGHLIGHTS

Course No. 3-73
(Thirty-ninth running)
4 - 8 December 1972

25X1A

Seminar Room, Administration Building

OBJECTIVES

1. To provide a training framework in which personnel of the Support Services will learn of significant programs and activities of the various Support Offices and will learn of policies and trends in Agency support.

2. To provide an environment in which individuals from various Offices of Support Services will get to know one another in order to enhance future work relationships.

OFFICE OF TRAINING

Support School

Administrative Training

Course Administrator:
Course Assistant   :
Training Assistant :

25X1A

Office: Room 205, Chamber of Commerce Building, Ext. 3567

E2 IMPDET CL BY 008781

SUPPORT SERVICES REVIEW
TRENDS AND HIGHLIGHTS

Monday, 4 December 1972

1000-1040	Welcome, Administration and Security		25X1A
		Course Administrator, Office of Training	
1050-1150	CIA and National Security		25X1A
		Briefing Officer, School of Intelligence and World Affairs, Office of Training	
1150-1250	Lunch		
1250-1345	Office of Training: Trends and Highlights	Deputy Director of Training	25X1A
1400-1445	Meeting with the Deputy Director for Support	John Coffey	
1500-1550	Agency Records Management	Records Management Training Officer, OTR	25X1A
1550-1650	Tour of Records Center	Chief, Agency Archives and	25X1A
		Chief, Agency Records Center	25X1A

SOCIAL HOUR & DINNER

SUPPORT SERVICES REVIEW
TRENDS AND HIGHLIGHTS

Tuesday, 5 December 1972

0830-0945	Office of Finance: Trends and Highlights	Thomas Yale Director of Finance	
1000-1045	Introduction to Logistics	John F. Blake Director of Logistics	
1100-1200	Agency Depot System and Materiel Support to Overseas Operations	████████████ Deputy Chief, Supply Division, OL	25X1A
1200-1310	Lunch and Exhibit	████████████	25X1A
1310-1350	Headquarters Logistics Support Problems	████████ Chief, Logistics Services Division, OL	25X1A
1400-1440	Procurement and Contracting for Materiel and Services	████████ Deputy Chief, Procurement Division, OL	25X1A
1450-1530	Support Rendered by Real Estate and Construction Facilities	██████ Deputy Chief, Real Estate and Construction Division, OL	25X1A
1540-1640	Support Rendered by the Printing Services Facilities	██████ Chief, Printing Services Divison, OL	25X1A
1645-1700	Logistics Wrap-Up	John F. Blake	

SOCIAL HOUR & DINNER

SUPPORT SERVICES REVIEW
TRENDS AND HIGHLIGHTS

Wednesday, 6 December 1972

25X1A	0815-0830	████████████
	0845-1015	Office of Communications: Trends and Highlights
		████████████ 25X1A Director of Communications
	1030-1200	Communications Training
		████████████ 25X1A Office of Communications
25X1A	1200-1245	Lunch ███████
	1245-1430	Tour - Covert Communications Laboratory
		████████████ 25X1A Chief, Covert Communications Laboratory, Office of Communications
25X1A	1430-1445	████████████
	1510-1600	Selection Processing Activities
		████████████ 25X1A Chief, Selection Processing Division, Office of Medical Services
	1610-1700	Office of Medical Services: Trends and Highlights
		Dr. John R. Tietjen Director, Office of Medical Services

SOCIAL HOUR & DINNER

SUPPORT SERVICES REVIEW
TRENDS AND HIGHLIGHTS

Thursday, 7 December 1972

0845-1215	Security Trends and Highlights. An overview of current security missions and functions with emphasis upon new developments in the security field.	Howard Osborn Director of Security and Office of Security Representatives	
1215-1330	Lunch		
1330-1440	Personnel Benefits and Services	███████ Chief, Benefits and Services Division, Office of Personnel	25X1A
1450-1550	The Agency Retirement Program and Retirement Services	███████ Deputy Chief, Retirement Affairs Division, Office of Personnel	25X1A
1600-1700	Office of Personnel: Trends and Highlights	███████ Deputy Director of Personnel	25X1A

SOCIAL HOUR & DINNER

SUPPORT SERVICES REVIEW
TRENDS AND HIGHLIGHTS

Friday, 8 December 1972

Time	Topic	Speaker	
0815-0910	The Role of the Special Support Assistant to the Deputy Director for Support	▮▮▮▮▮▮ Special Support Assistant to the Deputy Director for Support	25X1A
0920-1010	Support Services Staff Program Reqponsibilities	▮▮▮▮▮▮ Deputy Chief, Support Services Staff	25X1A
1020-1200	Support Information Processing Systems	▮▮▮▮▮ Deputy Chief, Support Information Processing Systems (SIPS) Task Force	25X1A
		▮▮▮▮▮▮ Deputy Chief, Management Support Division, OCS	25X1A
		▮▮▮▮▮▮ Chief, Data Management Center Team, SIPS	25X1A
1200-1315	Lunch		
1315-1410	Microfilm Programs	▮▮▮▮▮ Chief, Microfilm Programs Branch, Support Services Staff	25X1A
1410-1430	Final Administration	STAFF	

B

25X1A

Next 2 Page(s) In Document Exempt

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

SSR: Trends and Highlights Course Report # 39

FROM: 25X1A		EXTENSION	NO.
▮▮▮▮▮			
205 C of C	*SW.C.*	3567	DATE 2 January 1973

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. DC/SUS-AT	8 Jan 73	8 Jan 73	*RW*	
2.				
3. C/SUS	8 Jan 73	*BJ*		
4.				
5. SA/CD 1026 C of C		9 Jan	*AM*	
6.				
7. DTR 1026 C of C	1 2 JAN 1973	*HL*		
8. EA/TR		15 Jan	*WH*	
9. C/SUS	16 Jan 73	*RW*		
10. 205 C of C				
11. ▮▮▮▮▮	17 JAN	*GMC*		Bil - Wouldn't it be easier to check the record of past attendance by letting ISS review their Form 73 - as opposed to requesting a total.... that needs....
12.				
13.				
14.				
15.				

25X1A

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